

## REQUEST FOR CLARIFICATION/INTERPRETATION

<b>TO:</b>	Name and Title: Novelene Martin	<b>FROM:</b>	Name and Title: Lindsey Carter
	Organizational Unit: DDP		Organizational Unit: DDP
	Address: 111 Sanders Helena, MT 59604		Address: 111 Sanders Helena, MT 59604

1. TYPE OF REQUEST: ☐ Follow-up to Verbal Request - Date of Verbal Request: ☒ Written Request

### 2. STATEMENT OF QUESTION OR ISSUE:

- A. Regarding the following section in the waiver definition for job discovery/job prep: If, after two years of receiving Job Preparation with no employment, the Job Discovery process is repeated and a community work experience completed. Refusal by the person to participate in the Job Discovery process must be clearly documented in the plan of care. (page 49 of 266)

After 2 unsuccessful attempts of job discovery and work experiences or if it becomes clear that competitive, customized, or self-employment is not a reasonable goal and the individual does not plan to move forward toward employment, then other supports and services which are designed to continue on a long term basis should be considered. (page 49 of 266)

- 1) Is "two years" in job prep a solid date of July 1<sup>st</sup> or is there some flexibility with this date? If there is flexibility, what is the flexible time frame?
- 2) Do special PSP meetings need to be held to move someone from Job Prep back to the Job Discovery process or can this be done at the next PSP annual meeting?
- 3) Do special PSP meetings need to be held to move people to Day Services?
- 4) Can people in Day Services earn money? If so, how much?

- B. Please define or add parameters to the following terms as found on page 48 of 266

1. Job exploration,
2. Job shadowing,
3. Informational interviewing,
4. Business plan development for self-employment,
5. Volunteerism
6. Career Plan
7. Community Work Experience

References: 0208 waiver definition

C.

### 3. ANSWER:


- 1) Is "two years" in job prep a solid date of July 1<sup>st</sup> or is there some flexibility with this date? If there is flexibility, what is the flexible time frame? Teams should be planning for individual's to transition as soon as possible but two years is not a solid deadline. The transition to Job Discovery or Day Supports and Activities needs to occur at the individual's *next* PSP meeting but no later than June 30<sup>th</sup>, 2016
- 2) Do special PSP meetings need to be held to move someone from Job Prep back to the Job Discovery process or can this be done at the next PSP annual meeting? The transition to Job Discovery or Day Supports and Activities needs to occur at the individual's *next* PSP meeting but no later than June 30<sup>th</sup>, 2016.

- 3) Do special PSP meetings need to be held to move people to Day Services? The transition to Job Discovery or Day Supports and Activities needs to occur at the individual's *next* PSP meeting but no later than June 30<sup>th</sup>, 2016.
- 4) Can people in Day Services earn money? If so, how much? DDP is not in a position to provide specific guidance on the amount of money a provider can pay a member in services for activities completed in a day program. If the activities are sporadic and/or there are no employment goals in the person's plan, then it can be ok to invoice Day Supports rather than Job Preparation. The team must ensure that the activity being done is not working towards an employment or career goal and the individual has no desire for integrated/competitive employment. Due to the HCBS settings rule that became effective in March, 2014 providers need to be aware that all service settings will be evaluated through the transition process to determine whether they meet the HCBS setting requirements. The provider must ensure they have a current Special Wage Certificate if necessary.
- 5) Please define or add parameters to the following terms as found on page 48 of 266
1. Job exploration,
  2. Job shadowing,
  3. Informational interviewing,
  4. Business plan development for self-employment,
  5. Volunteerism
  6. Career Plan
  7. Community Work Experience

SELN will be convening a work group to begin working on these definitions for the state of MT.

References: 0208 waiver definition, ARM

Approved and Issued by:

  
(Program Director)

Date:

3/16/15

<b>STATE USE ONLY</b>	<b>4: DISTRIBUTION:</b>	
	One Copy: Requestor One Copy: Manual Coordinator One Copy: Division Files Additional Copies: <input type="checkbox"/> to <a href="#">Click here to enter text</a>	
	<b>5: FOLLOW-UP:</b>	
	<input type="checkbox"/> To be issued as Bulletin to <a href="#">Click here to enter text</a> . (Division Administrator) Manual. Expected Date of Issuance: <a href="#">Click here to enter text</a> . <input type="checkbox"/> A.R.M. Change <input type="checkbox"/> State Plan Change	